

# INDIANA DEPARTMENT OF NATURAL RESOURCES

## LAW ENFORCEMENT DIVISION

### INFORMATION ON CONSERVATION OFFICER EMPLOYMENT

Prerequisites to participate in the hiring process for attendance to the Conservation Officers Recruit Training School per 312 IAC 4-5-2 are as follows:

- (1) Must be a United States citizen.
- (2) Be not less than 21 years of age on the date of appointment.
- (3) Must pass a physical fitness test consisting of,
  1. 1 minute sit-up 24
  2. 300 meter Run 82 seconds or less
  3. Max push-up 21
  4. 1 1/2 mile run 18 minutes 56 seconds or less
  5. Vertical Jump 13.5 in.*(Physical fitness agility testing standards are established by the Indiana Law Enforcement Training Board)*
- (4) Must demonstrate an ability to swim 100 yards without stopping and to tread water for at least 5 minutes.
- (5) Must possess a valid license to operate an automobile.
- (6) Is willing, if appointed, to reside and serve any place within Indiana, as designated by the Division Director.
- (7) Is willing to refrain from engaging in any political activity prohibited by law.
- (8) Must have achieved one of the following from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA):
  - a. An associates degree (2 year program) as evidenced by a certified transcript.
  - b. Successfully completed at least two (2) years toward a bachelor degree (four (4) year program) as evidenced by a certified transcript (no trade school degrees accepted).
- (9) Submit to and satisfy standard psychological testing.

**All individuals must meet these requirements in order to compete in the screening process. Individuals who do not meet the basic requirements will not be allowed to take the initial tests.** If you meet these requirements and are interested, notify the Law Enforcement Division, Department of Natural Resources, 402 W. Washington St., Room W-255D, Indianapolis, Indiana 46204, Attn: Recruit Applicant File. Your name will then be placed on file to be notified of the next examination.

September 2008

# INDIANA CONSERVATION OFFICER RECRUIT HIRING PROCESS INFORMATION

The screening process used to select candidates for the Indiana Conservation Officers Recruit School is as follows:

- |                |                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Phase 1</b> | a. Cognitive Survey<br>b. Writing ability assessment<br>c. Vocational interest inventory exam<br>d. Personality Profile |
| <b>Phase 2</b> | Application character and background investigation                                                                      |
| <b>Phase 3</b> | Structured interview                                                                                                    |
| <b>Phase 4</b> | Physical fitness/swim test*                                                                                             |
| <b>Phase 5</b> | Non-structured personal interview                                                                                       |
| <b>Phase 6</b> | Conditional job offer                                                                                                   |
| <b>Phase 7</b> | Physical/psychological test                                                                                             |
| <b>Phase 8</b> | Recruit school (16 weeks)                                                                                               |

*\* The Law Enforcement Division reserves the right to administer Polygraph Tests to all applicants*

This process tests only that general knowledge you already have and your personal preferences and vocational interests. There is no specific area of study that would be beneficial as these tests only cover your personal feelings and general knowledge.

Screening processes are not regularly scheduled and only take place when a recruit training school is to be conducted.

## **PROBATION**

Officers are assigned to a county upon successful completion of the training school and are on probation for a period of one year. All probationary officers must successfully complete the Indiana Law Enforcement Academy Basic Training Course and the Division's field training program during their first year of service. New officers are placed in counties based upon existing openings. Transfer requests are considered as county assignments become vacant.

## **SALARY-RETIREMENT-INSURANCE**

The Probationary Officer receives a beginning salary of \$1,464.10 bi-weekly with a promotion after the first year and a matrix increase yearly thereafter up to 20 years of service. Officers are covered by Workman's Compensation, a retirement program and entitled to join the State Life Insurance Plan, a Group Medical, Dental Health and Vision Care Program.

## **UNIFORMS-EQUIPMENT**

All uniforms, firearms, vehicles, and equipment used in performance of duty are furnished by the Department.

## **VACATION-SICK LEAVE**

Vacation and benefits of the Department sick leave program are available to the officer.

# INDIANA CONSERVATION OFFICER

## DUTIES

Serves as a uniformed law enforcement officer for the Department of Natural Resources to enforce and uphold all federal and state statutes with particular attention to those related to conservation of natural resources. In the course of work the incumbent may perform any or all of the following:

- Enforce laws, regulations and rules dealing with permits and licenses, fishing, hunting, trapping, shooting, boating, snowmobiles, all terrain vehicles (ATV), forest fire prevention, etc;
- Enforce criminal and traffic laws on properties owned, licensed or leased by the Department of Natural Resources;
- Aid and instruct the general public on such matters as water safety, firearms, boating, camping, fishing, hunting, trapping;
- Patrol on foot, by boat, car, ATV, or plane, reservoirs, lakes, rivers, streams and State and Federal forests, Department of Natural Resources properties and rural areas;
- Provide information, explain laws and regulations to the public;
- Make arrests, issue citations and warnings, appear and testify in court, as well as obtain, prepare and submit evidence;
- Perform public relations duties such as public speaking, radio and television programs, attending meetings, fairs, sporting events and related functions;
- Engage in special projects such as wildlife surveys and court proceedings;
- Conducts investigations of swimming, hunting, boating, auto and other accidents as well as thefts and vandalism on Department of Natural Resources properties, wildlife damage complaints, timber thefts, etc;
- Inspect tree and shrub (nursery) dealers, water, oil and gas wells, classified forests, passenger boats, bait dealers and wildlife permit holders;
- Investigate prospective Department of Natural Resources employees;
- Assist in emergencies such as floods, storms, tornadoes, and forest and grass fires;
- Supervise the recovery of the bodies of drowning victims.
- May perform radio dispatch and administrative duties.

## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

- Knowledge of all state statutes, particularly those pertaining to conservation.
- Knowledge of Department of Natural Resources regulations, rules and directives.
- Knowledge of outdoor activities such as hunting, fishing, trapping, boating, snowmobiling, etc.
- Ability to operate such equipment as autos, trucks, ATVs, snowmobiles, motorboats, fire fighting trucks and equipment, digging equipment, and perform routine preventative maintenance as necessary.
- Specialized training in such areas as first aid, firearms, fire fighting, motorboats, police administration, swimming and lifesaving, civil defense, wildlife, vegetation and environmental protection, self defense and photography.
- Ability to speak publicly and to communicate effectively with people.
- Knowledge of and ability to use two-way radios, fingerprint kits, cameras, evidence testing equipment, fishing, hunting and other sporting equipment.
- Must have or be able to obtain a valid Indiana drivers license.
- Must successfully complete the Indiana Law Enforcement Academy Basic program.

**\*\*NOTE:** Indiana Conservation Officers do not routinely enforce traffic laws on public highways.

## II. RESPONSIBILITY

Officers normally work independently and encounter situations requiring instantaneous judgment and decision making. Instructions are general although specific assignments may require more detailed instructions. Consequences of error can be as high as the loss of human life including that of the officer.

Guidelines in the form of laws, rules and regulations are generally standardized. However, incumbent must use judgment in the application and enforcement of these laws. The officer may make recommendations on revision of outdoor safety regulations and wildlife management as well as any other laws or situations which are the responsibility of the Department of Natural Resources.

### **III. PERSONAL WORK RELATIONSHIPS**

Officers work with the public, other conservation officers, and other law enforcement officers to enforce the laws of the state and the policies and regulations of the Department of Natural Resources. Also work to educate and assist the general public in matters of conservation of our natural resources, outdoor safety and wildlife management.

### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT**

Officers frequently patrol forest areas on foot, by car, and/or by boat in all types of weather. Work may, on occasion involve running, swimming and forest fire fighting. Work sometimes involves heavy lifting and extended periods of walking.